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NASA-01315 (March 2003)  
NATIONAL AERONAUTICS NASA  
AND SPACE ADMINISTRATION Superseding NASA-01315  
(September 1999)  
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DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01315

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SECTION 01315

PROJECT MEETINGS  
03/03

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NOTE: Delete, revise, or add to the text in this section to cover project requirements. Notes are for designer information and will not appear in the final project specification.  
  
This broadscope section covers preconstruction and progress meetings.  
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PART 1 GENERAL

1.1 SUMMARY

The requirements of this Section apply to, and are a component part of, each section of the specifications.

1.2 REFERENCES

Not Used

1.3 SUBMITTALS

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NOTE: Review submittal description (SD) definitions in Section 01330 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control. Include a columnar list of appropriate products and tests beneath each submittal description.  
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The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES in sufficient detail to show full compliance with the specification:

SD-01 Preconstruction Submittals

A Project Submittal Schedule shall be submitted in accordance with

paragraph entitled, "Project Meetings," of this section.

The Contractor shall submit a Monthly Progress Report at the first meeting of each month.

#### 1.4 PRECONSTRUCTION CONFERENCE

The Contractor shall attend a preconstruction conference scheduled by the Contracting Officer. Work shall not commence prior to the conference.  
[Subcontractor representatives shall attend.]

Discussion shall address project orientation, personnel contact, safety issues, permits, deficiencies, and the location of the Contractor's office.

#### 1.5 PROJECT MEETINGS

The Contractor shall attend [weekly] [monthly] project meetings scheduled by the Government. [The Contractor's Superintendent shall attend scheduled project meetings.] [Subcontractor representatives shall attend.]

A Monthly Progress Report shall be submitted with the progress schedule, and shall address potential factors of delay, deficiencies, material delivery schedules, submittals, and safety issues.

A Project Submittal Schedule shall be submitted showing full coordination with the project schedule. All products and tests under each submittal number shall be prioritized and linked to the progress schedule.

#### PART 2 PRODUCTS

Not Used

#### PART 3 EXECUTION

Not Used

-- End of Section --